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Communications and Information

AUDIO/VISUAL SUPPORT

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(Lt Col Scott A. O'Malley)

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This instruction implements AFPD 33-1, *Information Resources Management*. It provides guidance on audio/visual (A/V) equipment and public address (PA) system capabilities and limitations in direct support of Joint Base Elmendorf-Richardson (JBER) personnel provided by the 673d Communications Squadron (673 CS). It clearly identifies the roles and resources required by both the customer and the 673 CS and also outline the process for obtaining A/V support. This instruction applies to all military personnel, US civilians, family members, and Department of Defense employees assigned to 673d Air Base Wing (ABW), and mission partners including tenant units. Compliance with this instruction is mandatory cannot be waived with the exception of the 673 ABW/CC or delegated official. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR), using AF Form 847, *Recommendation for Change of Publication*. Route the AF Forms 847 through the appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://my.af.mil/afrims/afrims/afrims/rims.cfm>. See **Attachment 1** for Glossary, References and Supporting Information. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. This version incorporates newer guidance and procedures of audio/visual support from 3WGI 33-104 with the creation of the new 673 Air Base Wing.

1. Role/Responsibilities:

1.1. The 673 CS/Radio Frequency (RF) Transmissions Systems (673 CS/SCOT):

1.1.1. The primary mission of the 673 CS/SCOT is to maintain radio communications systems in direct support of JBER and national partner missions. Mission system outages take precedence/priority over any requested Audio/Visual (A/V) support.

1.1.2. Supported Events:

1.1.2.1. Direct Support (673 CS/SCOT will set-up and operate).

1.1.2.1.1. Retirement ceremonies for individuals in the rank of CMSgt, Colonel and above.

1.1.2.1.2. Change of Command ceremonies for Group level and above.

1.1.2.1.3. Any other official function authorized by the 673 ABW leadership. Requesting organization must provide the 673 ABW/CV or 673 ABW/CD concurrence at the time the request for support is being requested.

1.1.2.2. Indirect Support (Customer set-up and operate). Depending on equipment availability, the 673 CS/SCOT will sign-out portable audio systems to support other official events not specified in paragraph **1.1.2.1**, this instruction.

1.1.2.3. Will maintain A/V equipment in the JBER-E Theater and provide technical support for official or approved events. This support encompasses training the user on self-help A/V equipment operations without 673 CS/SCOT support on-hand at the time of the event. The customer must first reserve the theater and then coordinate A/V equipment utilization training through 673 CS/SCOT.

1.1.2.4. Will provide official military music pertaining to all branches of military service. This includes, but is not limited to cadence/marching music, Ruffles and Flourishes, The Star Spangled Banner, and songs from respective military branches.

1.1.2.5. The use of appropriated funded communications equipment is limited by AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Non-Appropriated Fund Instrumentalities (NAFIS)*.

1.1.3. Will not be tasked to operate fixed A/V systems belonging to another unit, unless approved in writing by the 673 CS/CC.

1.1.4. Will not be tasked to operate systems off-site of military installations unless approved in writing by the 673 ABW/CV or 673 ABW/CD.

1.1.5. Reserves the right to deny or cancel A/V requests or remove equipment from operation if the safety of personnel or equipment is at risk.

1.1.6. Will not provide disc jockey services.

1.1.7. The 673 CS/SCOT Section Scheduler:

1.1.7.1. Will accept, survey, and schedule all requests for A/V support.

1.1.7.2. Will notify the noncommissioned officer in charge (NCOIC), 673 CS/SCOT, of any short notice or emergency requests upon receipt to ensure support is available.

1.1.7.3. Will maintain a shared electronic calendar indicating upcoming events spanning a continuous four week period. This calendar will be updated continuously enabling 673 CS/ SCOT full access to view upcoming events so adequate manpower and support requirements can be determined.

1.2. The Customer:

1.2.1. Will complete the request documentation in accordance with paragraph 2 or 3.

1.2.2. Will be responsible for reserving the facility where A/V equipment will be used ensuring adequate time is available for equipment set-up prior to the event. It is the customer's responsibility to maintain physical control the facility reserved. The 673 CS/SCOT will not assume control and must have full access to the facility in order to remove the equipment in its entirety.

1.2.3. Will ensure coordination for the use of fixed A/V systems are routed through the appropriate responsible agencies.

2. Request On-Site Public Address (PA) Support Procedures:

2.1. The customer must complete the online request form located on the 673CS/SCOT SharePoint® page:
<https://elmendorf.eim.pacaf.af.mil/3WG/673MSG/3CS/SCO/SCOT/SCOTB/Lists/Public%20Address%20Request%20Form%20and%20Calender/NewForm.aspx?RootFolder=/%2F3WG%2F673MSG%2F3CS%2FSCO%2FSCOT%2FSCOTB%2FLists%2FPublic%20Address%20Request%20Form%20and%20Calender&Source>

2.2. The request form must be completed no less than 5 duty days prior to the day of the event. This provides adequate time for processing and scheduling. Additionally, the 5 day requirement also provides the requesting unit ample time to locate an alternate source in the event a request is denied or cannot be supported.

2.3. Short notice A/V requests require the requesting organization to submit a Public Address Request Form as outlined in paragraph 2.1., this instruction, which also must be endorsed by the requester's Squadron Commander or above.

3. Request Sign-Out A/V Support Procedures:

3.1. The 673 CS/SCOT provides portable audio systems for checkout. Contact a representative by calling 552-5141 for system availability and recommendations on portable systems. Training is provided at the time of receipt ensuring proper operation and handling of the equipment. Audio equipment can be picked by calling the number above 1 duty day prior to the event and it must be returned no later than 1600 the first duty day following the event. Extensions are granted on a case by case basis.

3.1.1. **Small Venue.** Designed for audiences up to 100 people with only one microphone and no music required. Consists of portable PA system with two speakers and one microphone.

3.1.2. **Medium Venue.** Designed for audiences up to 150 people with one or two microphones and music required. Consists of portable PA system with two speakers, two microphones and a Compact Disc (CD)/MP3 player.

3.1.3. **Large Venue.** Designed for audiences ranging from 200-300 people with multiple microphones and music required. Consists of portable mixer/amplifier, up to four speakers, microphones as needed, and a CD/MP3 player.

3.1.4. All A/V equipment is signed out on an AF Form 1297 *Temporary Issue Receipt*. Equipment must be returned in the same condition it was issued to include but not limited to rolling and re-securing all cables to prevent tangling. It's the users responsibility to identify broken parts, problems, or discrepancies when the equipment is returned. **The user is responsible for any lost or damaged equipment.**

4. Approved A/V Requests:

4.1. The requesting unit Point of Contact (POC) will be notified confirming the event and will also be asked to provide any additional information that may be required. POCs will be contacted the day prior to the event to coordinate any final changes.

4.2. All agencies (i.e. public affairs, local media, etc.) requesting interface with an 673CS/SCOT A/V system must connect to and test the system no less than 1 hour prior to the start of an event. POCs will annotate any planned interfaces at the time of the A/V Request is made.

4.3. Sound requirements for practices must be scheduled in advance. Official functions will be supported by the full complement of A/V equipment at the final ceremony only, unless approved by the (NCOIC), 673 CS/SCOT. Requesters/users may sign out a portable audio system for practices, if available.

5. Visual Equipment:

5.1. The 673 CS/SCOT can provide the following visual equipment to support official functions and if available, can be signed out. **The 673 CS/SCOT is not responsible for operating visual equipment.**

5.1.1. Screens:

5.1.1.1. Roll-up style screens range from 4' tall by 5' wide and 7' tall by 8' wide and can be used for smaller venues and are available for checkout.

5.1.1.2. Larger screens are 10' tall by 12' wide and can be used for larger venues.

5.1.1.3. Extra Large Screens are 20' tall by 30' wide and can be used only in aircraft hangers. If this screen is required, 673 CS/SCOT will require a 15 day notice to prepare the screen for use and checkout. **This equipment is subject to availability.**

6. Information Collections. No information collections are required by this publication.

BRIAN P. DUFFY, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 33-1, *Information Resources Management*, 27 June 2006.

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and No appropriated Fund Instrumentalities (NAFIS)*, 6 May 2009.

AFMAN 33-363, *Management of Records*, 1 March 2008.

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*.

Abbreviations and Acronyms

673 CS—673d Communications Squadron.

673 CS/SCOT—673d Communications Squadron, RF Transmissions Systems.

ABW—Air Base Wing.

A/V—Audio/Visual.

CD—Compact Disc.

CFP—Communications Focal Point.

JBER—Joint Base Elmendorf Richardson.

MWR—Morale, Welfare, and Recreation.

NAFIS—Non-Appropriated Fund Instrumentalities.

NCOIC—Noncommissioned Officer in Charge.

OPR—Office of Primary Responsibility.

RDS—Records Disposition Schedule.

Terms

Fixed A/V System— System permanently installed in a base facility.

Official Function— Direct military related function such as a change of command, retreat, retirement ceremony, dining-in, commander's call, briefings, and so forth.

Portable A/V System— System set-up on a temporary non-repetitive basis, for any function of short duration.

Portable Audio System for Sign out— System signed out by the requesting office, set-up on a temporary, non-repetitive basis, for any function of short duration. System is returned to the 3 CS/SCOT Work Center upon event completion.

Routine A/V Request— Request for A/V support with 5 or more duty day notice.

Short-Notice A/V Request— Request for A/V support with less than 5 duty day notice.

Unofficial Function— Function whose primary intent is to entertain. Portable A/V support for events such as unit parties, picnics, and sporting events are considered unofficial. Additionally, any event where the function is to turn a profit will be considered unofficial.